

4.9 ADD ITEM

Introduction

The Add Item screen allows you to add item records for a case ID to the Item file (DATA00.ITyyyypp). Items must already be specified in the Item Data Dictionary before item records can be added using this screen. You can add item records for up to 3 statistical periods, which includes the default stat period and 2 additional stat periods (as specified in the Review and Correction Main Menu or the ID by Item screens). You may set one default data flag for all items to be added.

Accessing the Screen

The Add Item screen can only be accessed from the ID by Item, ID Matrix, and ID by Item-CP screens.

- Click on the REVIEW AND CORRECTION button from the StEPS Main Menu.
- Select Option 1 - Review & Correction via selection set. This will display the Review and Correction Main Menu.
- From the Review and Correction Main Menu, choose a selection set to process. (See Chapter 4.1 for more information on accessing and creating selection sets.)
- Click on the GOTO pmenu.
- Select the “Item Data” option.
- Select the “ID by Item”, “ID Matrix”, or “ID by Item-CP” option.
- Select an ID within the ID by Item, ID Matrix, or ID by Item-CP screens.
- Click on the EDIT pmenu.
- Select the “Add item” option to display the following:

SAS: ADD ITEM(S)

Edit Utilities HELP Exit

Disclosure Prohibited -- Title 13 and 26 U.S. Code Date: 12JUN01:08:12:04

ADD ITEM ID: 00000000010 Survey: ACES Stat Period: 2000A1

Select Option:

- ☒ Add current period data only
- ☐ Add current and prior period data
- ☐ Add three periods of data

Set Flag Option:

- ☒ Specify data flags for each item added
- ☐ Set one default data flag for ALL data items

*NOTE: Press <Enter> after each entry to validate data
Click on the observation number to display item picklist or type item directly in item column

	Item Name	2000A1 Edited A	Flag
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			

Apply Corrections (F2) Clear Values (F6) Cancel (F3)

Figure 4.9 Add Item Screen (Default)

Screen Features

The Add Item screen contains a Header section, a Stat Period/Data Flag Specification section, and an Item Data section. The Header section contains the ID, survey, and stat period currently being processed.

The Stat Period/Data Flag specification section offers you the option to 1) add items for the current stat period and up to two additional stat periods or to 2) set one default flag for all items to be added or select a flag each time an item is added.

The Item Data section provides fields for entering the item code(s) and corresponding values to be added.

4.9.1 HEADER SECTION

ID

- Displays the ID of case being reviewed.
- Field not correctable.
- To access a different ID, you must return to the ID by Item, ID Matrix, or ID by Item-CP screen and select another ID to process.

SURVEY

- Displays the default survey currently being processed.
- Field not correctable.
- To change the survey, you must access the Survey Selection screen from USER SETUP (See Chapter 1.1).
- Click on the survey field to display the survey name.

STAT PERIOD

- Displays the default stat period currently being processed.
- Field not correctable.
- To change the stat period, you must access the Survey Selection screen from USER SETUP (See Chapter 1.1).

4.9.2 STAT PERIOD/DATA FLAG SPECIFICATION SECTION

The Stat Period/Data Flag specification section provides the options for 1) selecting the number of stat periods to which you want to add data and 2) setting the data flag for the data value(s) being entered.

The default options for the screen are to add data for the current stat period only and to specify a separate data flag for each item added.

SELECT STAT PERIOD OPTION

Specify for which stat periods you wish to add item data by clicking on the appropriate radio button:

- | | |
|---------------------------------|---|
| 1. Add current period data only | Displays the item, edited data value, and the data flag |
|---------------------------------|---|

columns for the current stat period.

- | | |
|---------------------------------|---|
| 2. Add current and prior period | Displays the item, edited data value, and data flag columns for <u>both the current period and prior period</u> , respectively. |
| 3. Add three periods of data | Displays item and data columns for both the <u>current and prior period data as well as the prior prior period data</u> . |

SELECT FLAG OPTION

Specify whether you want to enter a data flag each time you add a data item or if you want to set one default data flag for all items added by clicking on the appropriate radio button.

2. If you choose to enter a data flag each time you add a data item value, you will be prompted to do so AFTER you enter the data item value in the item data section:

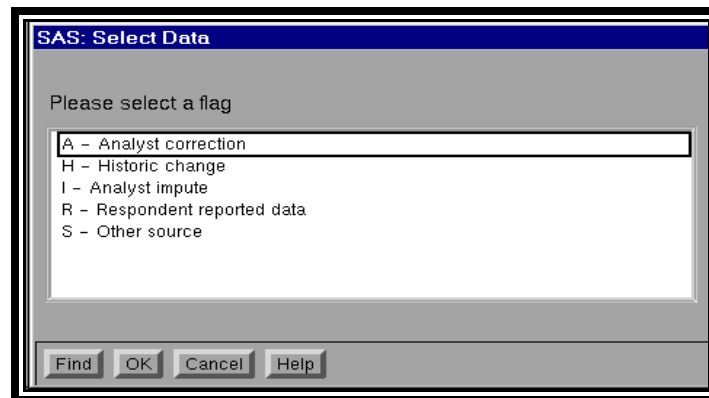


Figure 4.9.2 Data flag screen

- The flag of 'A' for 'Analyst correction' is the default. If you just click "OK" this will be used. To select another flag, click with the mouse to select, then click "OK."
- If you choose to set a default data flag, this flag will be automatically applied to all items added via the Add Item screen. The color of the 'Flag' column in the item data section will display 'sky blue' indicating that it is non-correctable. The value of the default flag will appear as each item name and value are entered.

4.9.3 ITEM DATA SECTION

The Item Data section provides fields for entering the item(s) and corresponding data values to be

added. The screen consists of an Item Name column, up to 3 stat period columns, and Flag columns for each corresponding stat period data value. The item column is for specifying the item code to be added. The stat period columns are for entering the item values corresponding to each stat period.

NOTE: AN ITEM CANNOT BE ADDED UNLESS IT HAS BEEN DEFINED IN THE ITEM DATA DICTIONARY.

- You can add an item provided:

1. You have the proper privileges to correct data (DATAPRIV = 'U' or 'P').
2. The data item is specified in the Item Data Dictionary as being a correctable field (CORFLG = 'U' or 'P').
3. The stat period is specified in the VSTATP file as being a correctable stat period.

An error message will display if you attempt to add an item that is not correctable or if you do not have the proper privileges.

- To add an item:

1. Click in the Item Name field and enter the name of the item to be added. Alternatively, you may also click in the grey observation column (column 1) to display a pick list of available items to add. (The items and their corresponding label are displayed in ascending item order in the pick list.)

If you enter an invalid item code or the item already exist in the item file (ITyyyypp), a message will display, noting that the item cannot be added because it either does not exist in the dictionary or the item has already been added.

2. Enter the value(s) for the item in the corresponding stat period field(s) and press <ENTER>.

NOTE: YOU MUST PRESS <ENTER> AFTER KEYING EACH ITEM VALUE OR THE ITEM RECORD WILL NOT BE ADDED.

3. If you chose the "Set data flags for each item" option, the data flag pop-up window will automatically display each time you enter an item value. Press <ENTER> to accept the default flag of 'A' for 'analyst correction' or choose a different flag using the mouse.

As explained above, if you chose the "Set a default data flag for all data items" option, the Flag column will be shaded and will automatically populate with the selected default data flag, after an item name and value has been entered. (For a complete list of data flags and corresponding descriptions, please see Section 4.2.2.)

4. Once you have added all data items and corresponding stat period values, you can save the changes by:
 - a. Selecting the “Apply corrections” option from the EDIT p-menu.
 - b. Pressing F2.
 - c. Clicking on the “Apply Corrections (F2)” button at the bottom of the screen.
- You must apply corrections before exiting the screen. If you have entered items and corresponding data values and attempt to exit the screen without first applying the corrections, a warning message will display:

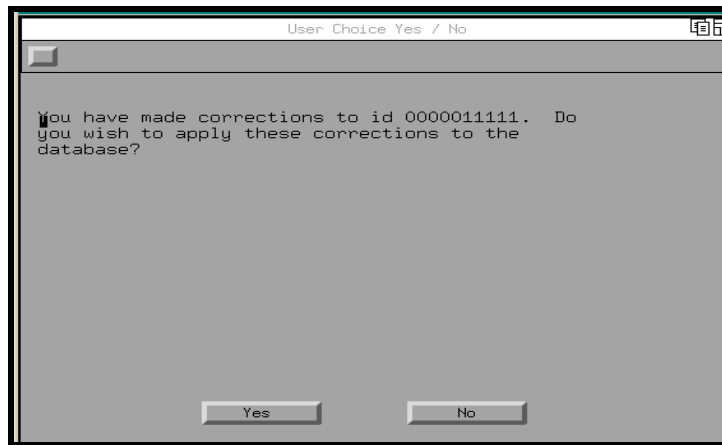


Figure 4.9.3 Apply Corrections Confirmation Screen

1. Click on “Yes” to apply the corrections and return to the ID-based screen.
 2. Click on “No” to cancel the changes.
- The program will return you to the previous ID-based screen. The new data items that you have just added will be displayed.
- Cancel corrections by:
 1. Exiting the screen without applying the corrections.
 2. Selecting the “Cancel” button at the bottom of the screen.
- To delete an item value AFTER it has been entered (but BEFORE it has been applied):
 1. Position the cursor on the value field and press F6. A message will appear confirming that you want to clear the contents of the field. Click on “OK”.
 2. Pressing F6.
 3. Select the “Clear Values” button at the bottom of the screen or from the EDIT p-menu.

P-Menus

P-Menu	Options	Function
EDIT	Apply corrections (F2) Clear Values (F6)	Apply corrections to database Delete contents of a field
UTILITIES	Next page (PgDn) Previous page (PgUp) Top Bottom Print	Access next screen of data items for ID Access previous screen of data items for ID Access first data item Access last data item Print Add Item screen
HELP	Add Item Help (F1) Whoaml (F7)	Display help information on using the Add Item screen Display user default and systems information
EXIT	Exit (F3)	Exit to previous screen (ID by Item or ID Matrix)